

County of San Diego, Health and Human Services Agency (HHSA)

CalWORKs Program Guide

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Background:

Semi-Annual Reporting (SAR) and Annual Reporting/Child Only (AR/CO) rules require the County to take mid-period action on certain changes in eligibility, even if the action will result in a decrease or discontinuance of aid for the Assistance Unit (AU).

MPP 44-316.33; ACL 12-25 and 12-49

Policy:

44-270.I.1 County-Initiated Actions

The following requires mid-period action, depending if SAR or AR/CO:

	SAR	AR/CO
a. An adult in the AU reaches their CalWORKs time limit (CPG 15-100.A)	X	
b. A sanction or financial penalty is imposed on an individual in the AU	X	X
c. A Welfare-to-Work (WTW) sanction is removed from an individual who has complied with WTW program requirements	X	
d. A financial penalty is removed from an AU that complies with CalWORKs program requirements	X	X
e. A Cal-Learn participant earns a Cal-Learn bonus or sanction	X	
f. A child in the AU reaches the CalWORKs age limit (CPG 42-100.A)	X	X
g. A child in the AU is placed in Foster Care	X	X
h. A Refugee Cash Assistance (RCA) recipient reaches the RCA time limit	X	
i. Aid is authorized for an individual who is currently aided in another AU	X	X
j. Information from an eligibility status report is acted upon mid-period	X	
k. State Hearing decision resulting in mandatory changes mid-period	X	X
l. An AU becomes a Family Reunification case	X	X
m. An AU member is no longer a California resident	X	X
n. Information from a redetermination is acted upon mid-period	X	X
o. An erroneous payment caused by incorrect or incomplete recipient reporting or incorrect action or lack of action by the county is corrected	X	X
p. An individual in the AU is deceased Effective January 1, 2016, a deceased <u>child</u> will continue to be included as a member of the AU in the month in which his or her death occurred and the following month.	X	X
q. An AU is transferred to a Tribal TANF program	X	X
r. Cost-of-living adjustments (COLA) for Minimum Basic Standards of Adequate Care (MBSAC) including income in-kind, Maximum Aid Payment, and Social Security	X	X
s. An individual is confined in a correctional facility on the first of a month and is expected to remain for a full calendar month or more	X	X
t. A nine-month real property exemption expires (CPG 42-200.G)	X	X
u. A non-minor dependent (NMD) is transferred into his/her own AU	X	X
v. Recoupment for an overpayment begins via grant reduction		X
w. A Trafficking and Crime Victims Assistance Program (TCVAP) recipient is no longer eligible to state-funded services or becomes eligible to federally-funded programs	X	X

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Reminder: Approval of Supplemental Security Income (SSI) is not a County-initiated action and does not require mid-period action for CalWORKs.

44-270.I.2 Third Party Information

Information that becomes known to the County or is provided through a third party may not require mid-period action if the information was not required to be reported per SAR or AR/CO rules.

Examples include:

- Employment information received by the WTW Employment Case Manager (ECM) that does not put the AU over their Income Reporting Threshold (IRT)
- Information about the AU that is reported by an anonymous source
- Earnings information obtained via an Income and Eligibility Verification System (IEVS) match
- Interest income or bank account information obtained via an Asset Match
- Pregnancy or newborn information received by the Cal-Learn Case Manager (CLCM)

ACL12-25 and 12-49

Procedure:

A. County-Initiated Actions

The eligibility worker will take mid-period action and re-evaluate eligibility at the end of the month in which the change occurred. See CPG 22-000.A for timely notice requirements and exceptions.

If the change does not require County-initiated action, the worker will note the information as a Held Change to be evaluated at the next eligibility status report or redetermination, whichever comes first.

B. Third Party Information

The eligibility worker will first determine if the AU was required to report the information on the most recent eligibility status report, redetermination, or as a mandatory mid-period report, and ensure the information was acted on appropriately. The worker will take mid-period action, if necessary, to re-evaluate eligibility for all affected months and allow for timely notice as outlined in CPG 22-000.A.

If the information was not required to be reported, the worker will note the information as a Held Change to be evaluated at the next eligibility status report or redetermination, whichever comes first.

Impacts:

CalFresh: CFPG 63-285

References:

[Assembly Bill \(AB\) 6](#)

[Senate Bill \(SB\) 1041](#)

[MPP 44-316.33](#)

All County Letters (ACLs): [12-25](#), [12-49](#), and [14-77](#)

[ACIN 1-13-16](#)

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Release Date:

April 26, 2016

Sunset Date:

This policy will be reviewed for continuance by April 30, 2019.